

## **DIRECTOR OF COURT FACILITIES AND PLANNING**

### **DEFINITION**

Under general direction, this position is responsible for the implementation of comprehensive facility operations and maintenance programs including oversight of the procurement and contracting of facility operations, grounds management and maintenance services; provides long term planning and assessment of capital project needs through strategic, five-year capital facility, master, operational and maintenance planning; plans and directs the court-wide records management program; and performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This single position class is responsible for the planning, design, construction, facility, maintenance and records management services for the Court.

### **ESSENTIAL FUNCTIONS**

1. Participates in the development of criteria for prioritization of preventive maintenance and operations activities including administration of building maintenance and operations budgets on a monthly, annual and five-year forecast basis.
2. Works in conjunction with the Administrative Office of the Courts, Office of Court Construction Management (OCCM), county staff, state and local agencies, to integrate planning and design requirements, procurement and execution of maintenance programs.
3. Coordinates facility operations and maintenance budgeting, planning and execution with county staff in shared use facilities.
4. Supervises the work of consultants to conduct facilities needs assessments, including staffing and space forecasts, and court facilities master plans.

5. Drafts and administers consultant scopes of work and contracts. Negotiates fees.
6. Conducts surveys, maintains basic data, prepares reports and suggests policies, procedures relating to courthouse planning and development.
7. Advises and makes presentations to court planning committees, judges and executive officer.
8. Directs the integration of security programs, building life safety and automation systems, and environmental management requirements into building operations and maintenance plans.
9. Directs coordination of facility operations with major capital projects including development of new buildings, major renovations, special repairs and associated projects.
10. Works with county staff, budget analyst and court managers to plan, budget, assign and evaluate the work of assigned staff relative to court needs, building conditions and building management plans.
11. Oversees the review and evaluation of status reports to determine problem areas and plan improvements in the allocation and utilization of personnel, materials, time and equipment.
12. Schedules integration of various vendor services to optimize efficiencies and minimize service disruptions.
13. Oversees the development and management of key sourcing and materials strategies, oversees review of vendors in terms of contracted output requirements; recommends corrective measure and /or termination of non-performing vendors.
14. Supervises and directs professional, supervisory and clerical staff; develops goals and objectives for the work unit consistent with court policies; develops standards against which to evaluate performance.

15. Prepares, reviews or monitors consultants in the preparation of periodic and special reports on various aspects of court facilities, programming and utilization, such as facilities surveys and building capacity analyses.
16. Prepares and reviews documentation supporting annual major and minor capital improvement programs.
17. Performs other duties as required.

### ***MINIMUM QUALIFICATIONS***

Graduation from an accredited college with a Bachelor's degree in business administration, construction management, architectural design or a related field and five years of facility maintenance or construction management experience that included supervision or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

#### ***Knowledge of***

Principles and practices of administration, organization, management and supervision; principles and practice of business management; California court operations and legal procedures; facility management procedures; Federal, State and local building and administrative codes regarding public building projects; methods and practices of capital budget preparation and implementation; principles of effective organization and office management, including computerized management information systems; records management and warehouse procedures and practices; ADA regulations.

#### ***Ability to***

Prepare and monitor budget; select, train and supervise staff; establish goals and plan work to accomplish those goals; plan, direct, and evaluate work activities; prepare, interpret and evaluate a variety of narrative and statistical data and reports; understand and interpret building and architectural terms and regulations; interpret ADA specifications; read and understand blue prints; analyze problems and complaints and identify solutions; gain cooperation through discussion and persuasion; establish and maintain working relationships.

#### ***Special Requirements***

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

***PHYSICAL CHARACTERISTICS***

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 12/04